

Lauderdale County Board of Supervisors
410 Constitution Ave, 11th Floor
Meridian, Mississippi 39301
601-482-9746 Main
601-482-9744 Fax

BID PACKET

FOR

RFQ NO: #101-2021 – ROOF REPAIR: TOWER AUTOMOTIVE BUILDING

PACKET INCLUDES THE FOLLOWING:

- Bid Overview
- Scope of Work
- Specifications
- Pre-Bid Conference Information
- Additional Information
- Vendor Data Form
- Bid Form
- Professional Reference Sheet
- Bid Instructions w/Acknowledgement
- Bid Certification

BID OPENING: Wednesday, February 17, 2021 at 10:00 A.M.

BID DUE DATE: Wednesday, February 17, 2021 not later than 9:00 A.M.

NO LATE BIDS WILL BE ACCEPTED

Company Name

LAUDERDALE COUNTY BOARD OF SUPERVISORS

410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

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A. OVERVIEW

Lauderdale County, MS (the "**County**") is requesting quotes from qualified, licensed contractors/roofers to repair leaks on the existing roof of the Tower Automotive Building located at 6305 St. Louis Street, Meridian, MS 39307.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Quotes must be submitted in a sealed package marked on the outside with the Contractor's name, address, and this solicitations name and number.

This solicitation does not commit Lauderdale County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

B. SCOPE OF WORK

The project consists of repairing a portion of the existing roof at the Tower Automotive facility. The roof at the main production area contains multiple leaks in its roofing material.

1. This is a repair system only of the identified/or noticeable failed areas of the roof at this time. This approach is to eliminate the current roof failures and attain water tight status within the facility.
2. Bidder agrees to commence work on or before a date to be specified and to fully complete the project within Thirty (30) calendar days of the "Notice to Proceed".
3. The contract will be a lump sum contract. One (1) payment request shall be submitted after final project approval from the County.

C. SPECIFICATIONS

- Evaluate the site and submit a quote commensurate with the work that is to be performed.
- Repairs to specified portion of roof are to be completed using the same/or similar type of material.
- Start and end point should not be less than one foot (1') from the specified area of the repair.

D. PRE-BID CONFERENCE

While there is no specified pre-bid conference date, ***all bidders are required to perform a site visit prior to submitting a bid.*** Change orders will not be accepted for failure to realize the scope of the work required. Site visits are to be scheduled by contacting Mr. Tyler Richardson, Technical Manager at the following number(s):

Cell Number: (601) 480-5010 (or) Office Number: (601) 678-4066

You will be escorted to the building in question by either him or Jason Vanderpoorten.

Specific questions regarding the roof can be addressed to **Tyler Richardson, Technical Manager.**

LAUDERDALE COUNTY MISSISSIPPI

ADDITIONAL INFORMATION TO BIDDERS

WARRANTY:

Bidder is to guarantee all work against defects in materials and workmanship for a period of three (3) years following final inspection and date of acceptance of the work.

If a leak develops in the roof during the term of this warranty, due to defective material, the Bidder/Vendor shall negotiate with the Manufacturer, at their expense, to obtain the materials necessary to return the defective area to a watertight condition.

EVALUATION CRITERIA:

It is the intent of Lauderdale County to award one contract to the lowest responsive, responsible bidder based on the total bid submitted on the Bid Form with final approval by the Lauderdale County Board of Supervisors.

LATE BID OR MODIFICATIONS:

- A. Bid and modifications received after the time set for the bid submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The County will not be responsible for misdirected bids. Bidders should contact the County Purchasing office at (601)482-9735 to ensure receipt of their submittal documents prior to opening time and date listed.
- B. The time set for the deadline shall be local time for Meridian, Mississippi (CST) on the date listed.

INSURANCE – LIABILITY:

The bid winner shall be required during the term of the agreement to maintain the following insurance, the evidence of which must be presented to the County Purchasing Clerk within ten (10) business days of Notification of Award:

- Comprehensive General Liability insurance coverage in the minimum amount of \$500,000
- Automobile Liability of at least \$250,000 per occurrence
- Umbrella Coverage of at least \$300,000

Lauderdale County will not be responsible for any damages caused to the personal property of any individual/or business as a result of the material, equipment or negligence of the bidder/or anyone in their employment. It is the responsibility of the bidder to ensure that safety precautions are taken in all instances to avoid damages/or injuries.

SIGNATURE OF ACKNOWLEDGEMENT: _____

LAUDERDALE COUNTY BOARD OF SUPERVISORS
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VENDOR DATA FORM

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person/or company engaged in the same line of business or commerce, or any act of fraud.

I hereby certify that I am authorized to sign this bid for/or on behalf of the company.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE (____) _____ FAX (____) _____

FEDERAL ID #: _____ (Attached W-9)

SIGNATURE: _____

OFFICIAL TITLE: _____

DATE: _____

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BID FORM

In compliance with this bid and subject to all conditions thereof, the undersigned submits a bid as follows:

NAME OF COMPANY: _____

QTY /UOM	PRODUCT/MATERIAL DESCRIPTION	UNIT PRICE	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
	EQUIPMENT COST <i>(List Required Equipment Needed)</i>		
		\$	\$
		\$	\$
		\$	\$
	LABOR COST		
		\$	\$
		\$	\$
	WARRANTY <i>(Additional Cost if Any)</i>		
	3 Year Material & Workmanship Warranty		\$
TOTAL BID:			\$

****This form must be completed and returned with Bid Package****

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VENDOR PROFESSIONAL REFERENCE SHEET
TO BE COMPLETED AND SUBMITTED WITH BID

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the East Mississippi Correctional Facility Authority.

Indicate the length of time you have been in business as a company providing the type of service required for this agreement. Years _____ Months _____

Please provide a minimum of three (3) references, which may substantiate past work performance and experience in the type of work required for this contract. This should include the following: Business Name, Address, Phone Number and Contact Person

1. _____

2. _____

3. _____

Company Name of Bidder/Vendor

INSTRUCTIONS TO BIDDERS

1. ALL BIDS SHALL BE ON LAUDERDALE COUNTY BID FORMS AND SUBMITTED IN DUPLICATE.
2. ALL BIDS SHALL BE FOB MERIDIAN, MS AND MUST INCLUDE ANY PRE-DELIVERY CHARGES.
3. BID SHALL INCLUDE THE COMPANIES COMPLETED FORM W-9.
4. ALL BIDS SHALL BE ADDRESSED TO THE LAUDERDALE COUNTY BOARD OF SUPERVISORS,
C/O PURCHASING CLERK, 410 CONSTITUTION AVENUE - 11TH FLOOR, MERIDIAN, MS 39301 AND CLEARLY
MARKED ON OUTSIDE OF ENVELOPE AS FOLLOWS:

RFQ NO: 101-2021 **BID DUE DATE:** February 17, 2021 by 9:00 A.M.
(ENTER BID NO.)

BIDS MAY ALSO BE ELECTRONICALLY SUBMITTED VIA THE CENTRAL BIDDING WEBSITE AT:
WWW.CENTRALBIDDING.COM.

THE PURCHASING DEPARTMENT WILL NOT ACCEPT FACSIMILE (FAX) NOR EMAIL TRANSMISSIONS OF BIDS.

IT SHALL BE INCUMBENT UPON EACH BIDDER TO UNDERSTAND THE SPECIFICATIONS AS LISTED HEREIN AND TO OBTAIN CLARIFICATION WHEN NECESSARY. IT IS NOT THE INTENT OF THE SPECIFICATIONS TO LIMIT THE BIDDING TO ANY MAKE OR MANUFACTURE OF MATERIALS, BUT RATHER TO SELECT SUCH MATERIALS TO FILL A SPECIFIC NEED AND PERFORM A SPECIFIC TASK. ANY REFERENCE TO NAME-BRAND MATERIALS IS INTENDED TO ESTABLISH STANDARDS ONLY AND BIDS SUBMITTED IN MATERIALS EQUAL THERETO SHALL BE CONSIDERED.

NO RESPONSIBILITY WILL ATTACH TO ANY PERSON EMPLOYED BY THE BOARD FOR PREMATURE OPENING OF ANY BID NOT PROPERLY ADDRESSED AND IDENTIFIED AS STIPULATED ABOVE.

THE LAUDERDALE COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BID(S) AND TO WAIVE INFORMALITIES.

INITIAL ACKNOWLEDGEMENT: _____

I, (we) fully understand that this bid is irrevocably subject to the following:

- 1) that by signing this bid I (we) certify that I (we) have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;
- 2) that no itemized attachments to this bid form will be allowed;
- 3) that the Lauderdale County Board of Supervisors reserves the right to reject any or all bids;
- 4) that bids must be firm; bids determined not to be firm by the Lauderdale County Board of Supervisors shall be treated as void;
- 5) that unit price bid quotes shall be completed by the bidder with no further calculations required of the Lauderdale County board of supervisors in order to determine firm unit prices;
- 6) that the bid form must be signed and dated in appropriate place by bidder or his authorized agent;
- 7) that all material furnished shall meet or exceed the minimum requirements of the Mississippi Standard specifications for State Aid Road and Bridge construction, latest edition with approved supplemental provisions and revisions.
- 8) that I (we) may omit price quotes on any item which cannot be furnished or supplied for the full term as specified in the publication;
- 9) that I (we) hereby certify that the prices quoted herein do not exceed the prices permitted by law;
- 10) this is to certify that the undersigned is in compliance with the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1968, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Handicapped Act; the Sex Discrimination Act; the Copeland "antikickback" Act; and all executive orders and regulations relating to the above referenced acts, and all regulations issued under said Acts, and additionally, certify that the undersigned does not discriminate in employment and/or operations on the basis of sex, race, color, creed, religion, national origins, handicapped status or age.
- 11) The undersigned bidder hereby certifies and/or affirms that (he) (she) (it) is currently in compliance with and shall, for the term of the referenced project contract or service period, remain in compliance with all pertinent United States government Rules, Regulations, and Standards relating to the funds, project or service, and/or Anti-Discrimination, GAO, O. MB, or Specific departmental Standards. Further, this bidder is informed about and is familiar with all such Federal requirements and shall cooperate with Lauderdale County in complying with all audits and other inquiries to confirm compliance with such requirements.
- 12) It is requested you bid on MDOT Office of State Aid specifications, but if unable to do so, bid on material produced in accordance with your specifications, but you are to attach copies, in duplicate, of the specifications for all items bid on in your proposal that do not conform to the MDOT Office of State Aid specifications whether or not such specifications have been previously submitted.

DATED AND CERTIFIED BY:

SIGNATURE OF BIDDER OR AUTHORIZED AGENT

DATE SIGNED